



Marketing and Public Relations Intern

City of Saint Paul Department of Planning & Economic Development

The City of Saint Paul Department of Planning and Economic Development is accepting applications for a Marketing and Public Relations Intern. Applicants must be undergraduate or graduate students currently enrolled at an accredited college or university.

The person selected will perform entry- to intermediate-level professional work organizing public relations activities and developing marketing materials. The position will assist the Public Relations and Marketing Manager with internal and external communications, managing media relations and creating materials for community outreach activities. The position will provide support for a variety of marketing projects.

Desired competencies

- Ability to undertake basic public relations writing assignments
- Possess basic media relations skills
- Possess strong written and oral communication skills
- Understand the operations and requirements of communications media and web design, including social media
- Proficient in Adobe software, especially InDesign and Dreamweaver
- Demonstrate excellent interpersonal skills
- Ability to work both independently and in a project team
- Detail oriented and strong organizational skills

Hours and compensation

- Paid internship
- Part-time (15-20 hours per week) to full-time in the summer

Apply by September 16, 2011

Submit the following materials in one package by September 16, 2011 to

Janelle Tummel, Marketing and Public Relations Manager

Department of Planning and Economic Development

25 West Fourth Street, Suite 1300

Saint Paul, Minnesota 55102

Janelle.tummel@ci.stpaul.mn.us

FAX: 651-228-3261

Application materials should include:

- Cover Letter (indicating availability)
- Resume
- Writing Samples (3-5)
- References (3) with name, title, organization and phone number